

## **INSTRUCTIONS FOR COMPLETING THE STANDARD ENCROACHMENT PERMIT APPLICATION**

Please complete items 1 through 30. Insert "N/A" in the boxes, if it does not apply to your project. Submit all of the required attachments with the application (described in Section VII, A & B).

**All dimensions shall be in US Customary (English) Units .**

- 1 – 5:** County, highway route number, highway postmile (location of work), address of work site (if the property does not have an address, enter street or road name), and city.
- 6:** Distance and the direction from the nearest cross street to the work site (e.g., 500 ft north of C Street).
- 7:** Portion of State right-of-way where work will occur (pavement, shoulder, back of curb, slope, ditch, etc.)
- 8:** Indicate whether a contractor or your own work forces will perform the work.
- 9 – 10:** Estimated start and completion dates for the permit work.
- 11:** Maximum depth, average depth, average width and length. Describe the existing highway surface type (concrete, asphalt, gravel, dirt, etc.) of the excavation area.
- 12:** Estimated cost for all work to be done within State right-of-way.
- 13:** Type of pipe or conduit material to be used and product (water, gas, etc.), the diameter, and voltage of electrical current or pressure of liquid or gas.
- 14:** E.A. number if this is a State project, capital project, or joint venture project.
- 15:** Indicate if you are applying for a "Double Permit" and list the "Parent Permit Number". Your company's reference number or utility work order number for this project.
- 16:** Has another Caltrans branch seen or reviewed your plans? Who?
- 17:** Describe the proposed work to be done entirely. If applicable, attach six (6) complete sets of FOLDED plans (folded 8-½" X 11") and any applicable specifications, calculations, maps, etc.
- 18:** Check "YES", if you are getting a permit or approval from another agency (City, County, etc.), and an environmental determination has been made. If your project is Exempt, then check the Categorically Exempt, Negative Declaration, Environmental Impact Report box if one has been prepared. Attach a copy of the approved document and a copy of the Notice of Determination.

If you check "NO", check the box of the appropriate type of work to be done, or check "other" and fill in the type of work to be done.

- 19:** A Historical Resource includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript that has historical or archeological significance, or significance in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California.
- 20:** In this context a Scenic Resource includes, but is not limited to, trees that display outstanding features of form or age; unique, massive rock formations; historic buildings that are rare examples of their period, style, design, or which have special architectural features and details of importance.
- 21:** Is there any work being done on the applicant's property?
- 22:** Indicate if the propose project will require the disturbance of soil within highway right-of-way. If so, estimate the area in square feet **AND** acres.
- 23:** Indicate if the proposed project will require dewatering. If so, estimate volume in gallons per day.
- 24:** Indicate how will any storm water or ground water be disposed of from or near the limits of the proposed project.
- 25:** Name of the applicant or organization applying for the permit. List e-mail address if applicable, the address where the permit is to be mailed, phone and a fax numbers.
- 26:** Name of the authorized agent or engineer on behalf of the applicant or organization. Attach letter of authorization signed by the applicant or organization, e-mail address if applicable, address, phone and fax numbers.
- 27 - 28:** Signature shall be that of the applicant or applicant's authorized agent.
- 29:** Title (owner, president, etc.).
- 30:** Date of the signature.